



North Carolina Department of Health and Human Services  
Division of Public Health – Women's & Children's Health Section

1917 Mail Service Center • Raleigh, North Carolina 27699-1917

Tel 919-707-5550 • Fax 919-870-4824

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

November 2, 2009

MEMORANDUM

TO: North Carolina Immunization Program Participants

FROM: Beth Rowe-West, RN, BSN, Head  
Immunization Branch

SUBJECT: **URGENT:** 2009 Holiday Shipping Schedule

The purpose of this memo is to provide important details regarding the upcoming holiday shipping schedule for both routine and H1N1 vaccines. Adherence to this schedule will help avoid delayed shipments and risk of damaged vaccine during the upcoming holiday season. Please carefully review the schedule below, and plan to order enough vaccine in November and/or December to vaccinate your patients through at least January 4.

**H1N1 Vaccine Shipping**

- Although providers do not order H1N1 vaccine directly, please be aware that H1N1 will continue to be shipped as available throughout the months of November and December. Vaccine will not be delivered in provider offices on Wednesday, November 11, Thursday, November 26, Friday, November 27; and Thursday, December 24 through Friday January 1.
- Providers must notify us of any other days that your office may be closed.

**November 2009 Ordering and Shipping**

- The last day to order vaccine before Thanksgiving will be Friday, November 13, 2009. Orders received after 3pm on that day will not be processed until Monday, November 30.
- McKesson Specialty will not ship vaccine to North Carolina between Wednesday, November 25 and Friday, November 27.

**December 2009 Ordering and Shipping**

- Because orders can take up to 10 business days to ship, Tuesday, December 1 through Friday, December 11 are the **ONLY** days that the North Carolina Immunization Branch will be accepting vaccine orders for the entire month of December. Orders received after 3pm on December 11 will not be processed until Monday, January 4.
- The last possible date that you may receive vaccine will be Wednesday, December 23.

**January 2010 Ordering and Shipping**

- The North Carolina Immunization Branch will resume processing orders on Monday, January 4, 2010.
- McKesson Specialty will resume shipment of vaccine on Tuesday, January 5<sup>th</sup>.

**Safeguarding Vaccine**

Please take special precautions to safeguard your vaccine as replacement orders will be difficult and/or impossible to process during this time.

- Post a current Disaster Recovery Plan on the front of your refrigerator and/or freezer.
- Check your temperatures twice a day. Document the temperatures on your log.
- Maintain refrigerated vaccines at 2° to 8°C (36° to 46°F), with an optimal temperature of 5°C (40°F).
- Maintain frozen vaccines at -15°C (5° F) or colder (that is, -16°C, -17°C, -18°C, etc.) at all times with an optimal temperature of -20°C (-4°F).
- Line the bottom and sides of your freezer with ice packs and fill empty space in your refrigerator with jugs of water.
- Keep refrigerated vaccines in the middle shelf with a thermometer. Never store vaccines in the door.
- Rotate your vaccine, using the shortest expiration date first.
- Never order more vaccine than you are capable of storing with proper air circulation in your refrigerator and/or freezer.

With the exception of state government holidays (November 11, 26, and 27; December 24 and 25; and January 1), the Immunization Help Desk will be available at 1-877-873-6247 throughout the months of November, December, and January to answer your questions and offer assistance.

CC: SMT Regional Immunization Staff  
Steve Shore Peter Graber  
Terri Pennington Maclyn Powell

Central Office Staff  
Joy Reed  
Ann Nance

Vaccine Manufacturers

